



Mission Support Alliance

Statement of Work

For

General Materials or Services

Title: Bus Rentals for Hanford Site Service

Date: 3/4/2020

Revision Number: 0

Requisition Number: 00336995



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Signature Page Only

APPROVALS	PRINT NAME	SIGNATURE
BTR*	<i>Click here to enter name.</i>	

* Approval for Technical Content

Based on the Hazardous Review and Identification Checklist to identify Subject Matter Experts (SMEs), the following approvals are applicable to this Statement of Work. (Note: hard copy signatures are made PDF and files in the notes panel of the Asset Suite requisition).

<i>Signature Required</i>	<i>No Signature Required</i>	<i>ORGANIZATION</i>	<i>PRINT NAME</i>	<i>SIGNATURE</i>
		<i>End-User / Requestor</i>		
		<i>End User / Requesting Manager (Project of Functional Director)</i>		
		<i>Environmental*</i>		
		<i>Radiation Protection</i>		
		<i>Industrial Safety and Health</i>		
		<i>Fire Protection</i>		
		<i>Chemical Management</i>		
		<i>Emergency Preparedness</i>		
		<i>Quality Assurance Engineer</i>	<i>Must be approved In Asset Suite</i>	<i>Must be approved In Asset Suite</i>
		<i>Engineering/Design Authority</i>	<i>Must be approved In Asset Suite</i>	<i>Must be approved in A Suite</i>



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1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance (MSA) supports the U.S. Department of Energy's (DOE) public outreach programs by coordinating tours of the Hanford Site and the Manhattan Project National Historical Park (MAPR). MSA also provides support for other DOE tour groups besides the public, as well as activities outside of the tour programs, (e.g., transporting employees to meetings). Bus services are necessary to support these Hanford Site activities.

2.0 OBJECTIVE

MSA requires the services of a Subcontractor to support the transportation needs of the Hanford and MAPR tour activities, as well as any other Hanford Site activities when needed.

3.0 DESCRIPTION OF WORK – SPECIFIC

Subcontractor shall provide transportation support to MSA upon the request of MSA. When possible, MSA shall submit requests for transportation five (5) business days in advance; however, MSA may request support with less than 24-hour notice in the case of emergent transportation requests or unforeseen circumstances. Subcontractor shall send an e-mail confirmation to MSA within 24 hours of receipt of request. In the event that MSA requires an ADA accessible bus, MSA will submit these requests with as much notice as possible.

MSA shall provide the Subcontractor with the following information when requesting transportation support:

- Date of service.
- Trip itinerary including arrival, departure, and return time.
- Pick-up/drop-off location/address.
- Capacity (number of seats) of bus.
- Quantity of buses needed.
- Map of tour route and/or Hanford representative to provide directions.

Subcontractor shall provide email confirmation to MSA requestor within 24 hours of receipt of request.

Note: Buses may be required to stop at the Wye, or Yakima Barricade, for inspection.



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The Subcontractor shall have, at a minimum, one (1) 55-passenger, one (1) 47-passenger, one (1) 47-passenger ADA accessible, and one (1) mini (23-27 passenger) bus available at all times for MSA. All buses shall be maintained as required and equipped with fully functioning and operational:

- Restroom
- Public Address (PA) System
- Heating & Cooling Systems

Subcontractor shall ensure, prior to every activity, that:

- Buses are clean, orderly, and in excellent condition
- Buses have adequate storage space for mobility devices (i.e., folding wheelchairs or walkers)
- All systems are fully functioning and operational

Subcontractor shall provide the size bus requested, unless the requested bus size is not available. In those cases, Subcontractor will notify MSA as soon as a replacement size bus will be needed.

Subcontractor shall have, at a minimum; five (5) Hanford badged drivers at all times.

Subcontractor shall arrive 30-minutes prior to departure time, or as otherwise directed by MSA.

Subcontractor shall refrain from offering personal insight or knowledge of tour and/or site information to tour guests and shall defer all inquiries to MSA tour staff (tour guide, Docent, other staff).

MSA reserves the right to cancel a bus service date within two (2) business days of a bus service reservation without penalty.

MSA reserves the right to request specific drivers on a case-by-case basis.

The Subcontractor shall interface with various MSA and other organizations through the MSA Contracting Officer (or designee).

The Subcontractor shall designate a local point of contact that is authorized, on behalf of the Subcontractor, to make business decisions related to this scope. Designated point of contact shall provide cell phone number and emails address and be available during off-business hours including weekends and holidays.



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4.0 REQUIREMENTS

Subcontractor transportation will require properly functioning bathroom, public address (PA) system, heating/cooling system, and TV/DVD player.

Subcontractor drivers must be properly certified and licensed under the laws and regulations of any authority having jurisdiction, if so required by such laws, rules and regulations

4.1 General

Will work be performed on site: Yes

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of Special Previsions 5 – On-Site Services, will apply to Subcontractor personnel.

4.2 Engineering Requirements

Engineering requirements applicable: No

4.3 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Prior to start of work the Subcontractor shall work with the MSA BTR to do a General Hazard Analysis (GHA).

All subcontractor and sub-tier employees shall have completed OSHA Hazard Communication training that meets the requirements of [MSC-PRO-WP-13299](#), *Hazard Communication*. See [MSC-PRO-WP-10468](#), *Chemical Management Process*, for more information.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [MSC-PRO-WP-11058](#) for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.



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- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure-monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site. Note: if the services being provided to MSA are defined as “commercial items” as defined in the Federal Acquisition Regulations, they are exempt from this requirement.

Buyer’s Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

Unique or specific requirements: **No**

4.4 Quality Assurance (QA) Requirements

Are quality assurance requirement applicable to this scope of work: **No**

4.5 Government Property

Government property **is not** required to be used by the Subcontractor for this effort.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

Training

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements.

- All Subcontractor personnel shall complete Hanford Site Orientation (HSO) (sent to the Subcontractor at their location).

Qualifications

The following types of training qualifications are required:



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Current Commercial Driver's License (CDL) with Passenger endorsement, knowledge and skills to implement defensive driving techniques, and practical use of Department of Transportation (DOT) regulations pertaining to driving a commercial vehicle.

5.2 Security and Badging Requirements

For any on site work, see Special Provisions 5 – On Site Services for details.

Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

The scope of work **will not** require access authorization (security clearance).

5.3 Work Location / Potential Access Requirements

The majority of requests will be driving on the Hanford Site, although additional requests may be required.

5.4 Site Access and Work Hours

Although most personnel at the Hanford Site work a standard 4/10 schedule, the MAPR tours run Monday through Saturday with multiple tours per day.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

Buses will enter and exit the Hanford Site via a security barricade (Wye or Yakima) or an MSA Security approved gate (Gate 127); to be determined by which tour program is requesting transportation.

6.0 MEETINGS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

Deliverables **are** required to be furnished by the Subcontractor.

If deliverables are required, the specific deliverables, dates for completion, reviews, etc., are as follows:



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- In coordination with monthly invoicing, Subcontractor shall submit a monthly over-view of services provided including, at minimum, service date, MSA requestor, bus size (number of passengers), scheduled tour time and duration, actual arrival and departure time.

7.2 Schedule

Subcontractor shall arrive 30-minutes prior to departure time, or as otherwise directed by MSA.

8.0 SPECIAL REQUIREMENTS

Reporting Administration

MAPR tour guests have the option to complete a post-tour survey, which includes rating bus accommodations.

MSA reserves the right to request a corrective action plan from the Subcontractor based on feedback provided in response to applicable post-tour comments.

Corrective action plan implementation and results will be assessed by MSA on a monthly basis from date of submittal and updates provided to the Subcontractor. Include any status reports (e.g. cost and technical), status meetings, accrual submittals, expectations for safety meeting attendance, and requirements for formatting of documents as instructed by the BTR.

Meetings

General purpose of meetings is for the coordination, control, and direction of the work. In addition to meetings addressed by this Section, Subcontractor may be required by other Sections and other Subcontract documents to conduct special-purpose meetings and various safety meetings and briefings.

MSA will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actionees, and due dates.

- **KICKOFF MEETING** - Before start of the work, MSA will conduct a conference at a time and Hanford Site location agreed to by Subcontractor and MSA. Invited attendees will include MSA, Subcontractor, key lower tier subcontractors and others having an interest in the work. Purpose of the conference is the coordination of work start up and familiarization of project participants with the work and worksite.



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- **PROGRESS MEETINGS** - MSA will conduct a progress meeting at time and Hanford Site location determined by MSA. Invited attendees will include MSA, Subcontractor and key subcontractors. At the progress meeting, Subcontractor shall submit a written report showing actual person-hours expended versus planned and scheduled progress versus actual progress giving details of work completed in relation to the approved schedule, together with a two (2) week "look ahead" which provides details of how the Work will be completed.
- The purpose of the meetings is the exchange of work-related information.

Schedule

- Prior to the MAPR Tour season begins, MSA will provide Subcontractor with an annual detailed schedule* for each tour program; this schedule will include the tour name, date, and time, as well as the requested bus size for each scheduled tour.

*This schedule is not all-inclusive and MSA reserves the right to schedule buses as needed.

- Upon receipt of annual MAPR tour schedule, Subcontractor will schedule as directed and provide each MSA tour program with a detailed summary/confirmation report including the following: a unique confirmation number for each tour name, date/time; confirmed bus size; and charge rate for each reservation.



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ATTACHMENT A SUBMITTAL REGISTER

Submittal Register Definitions

1. Numerical submittal sequence number: Example: 1, 2, 3, 4, ... (or organized by topics and project assigned coding structure).
2. Number of Copies and electronic and/or hard copy: Example: E (Electronic only), 6 (Six Hard Copies), or Hard, 1: E, 1 (One Hard Copy, and Electronic).
3. Format: Describes the type of submittal required:

DWG	An AutoCAD drawing using the Hanford standard formatting (See MSC-PRO-ENG-16406, <i>Off-Site Vendor Directions of the Preparation and Control of Engineering Drawings</i>).
MFC	Microsoft Format Compatible application (Word, Excel, Access, PowerPoint)
P3	A Primavera Project Planner schedule
GEN	General or Open Format/Media
PDF	Adobe Acrobat (Portable Document Format)

4. Submittal Type:

APW =	Approval Required Prior to Work (Buyer must approve the Subcontractor's submittal prior to the Subcontractor being authorized to proceed with any activity/work associated with the submittal).
AP =	Approval Required (Buyer must approve the Subcontractor's submittal, however, work associated with the submittal may proceed prior to Buyer approval).
FIO =	For Information Only (the submittal is not subject to review and/or approval).

5. **Vendor Information: Mark Yes if document(s) are VI, otherwise leave blank.**

6. Description / Document Title: Title or general description of the document.

7. Submittal Date: Actual date or number of Calendar Days before or after a milestone that a submittal is due from the Subcontractor: Example: June 1, 2005 or CD + 60 [60 days after Conceptual Design Complete]

A	Date of Award
CD	Conceptual Design Complete



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PD	Preliminary Design Complete
FD	Final Design Complete
M	Mobilization
SC	Start of Construction
EC	End of Construction

8. Buyer Review Time (Work Days): Example: 3 Days
9. Subcontract Reference: Cross reference to the Subcontract requirement that defines this submittal: Example: SOW 3.1.2.



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Submittal Register:

The Subcontractor shall meet the required schedule and provide the documents specified in accordance with the following submittals.

Subcontract Number and Name:						Revision:		
1. No.	2. No. of Copies* (See End Note)	3. Format	4. Type	5. Vendor Information – Mark Yes if VI, Otherwise Leave Blank	6. Description / Document Title	7. Submittal Date (Calendar Days)	8. Buyer Review Time (Work Days)	9. Subcontract Paragraph or Requirement Reference
1					General Hazard Analysis (GHA)			Section 4.3
2					Employee Job Task Analysis (EJTA)			Section 4.3

***For electronic submittals, the number of hard copies can be negotiated with the Contract Specialist and approved by the BTR.**